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**State of Wisconsin
Governor Scott Walker**

**TO: Child Care Eligibility and Authorization Workers
and Supervisors
Income Maintenance Supervisors
Income Maintenance Staff
Training Staff
Child Care Coordinators**

DECE/BELP OPERATIONS MEMO

No: 18-45

DATE: 10/04/2018

Wisconsin Shares Child Care

**FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families**

**SUBJECT: Early Head Start, Head Start, 3K, and 4K School Program
Authorizations**

CROSS REFERENCE: [Wisconsin Shares Child Care Policy and Process Handbook](#)
Section [2.4.4.2](#)
Operations Memo [17-44](#)
Policy and Program Guidance for the Early Head Start –
Child Care Partnerships (EHS-CCP) [Information](#)
[Memorandum ACF-IM-HS-15-03](#)

EFFECTIVE DATE: November 1, 2018

PURPOSE: The purpose of this memo is to introduce a change to the Wisconsin Shares Subsidy Child Care policy for including, Early Head Start, Head Start, 3K, and 4K School Program hours with a child care authorization.

BACKGROUND: Children benefit when their child care program and school program are co-located. This reduces disruption in the child's day and provides continuity of caregivers throughout the day. Wisconsin Shares Child Care policy allows the inclusion of Head Start and 4K programs in the authorized hours with some limited situations. This policy has been previously referred to as wrap-around care.

POLICY: Wisconsin Shares has updated this policy to remove Early Head Start (EHS) and 3K from this section. Although EHS and 3K programs may receive layered funding from the Department of Public Instruction (DPI) and Administration for Children and Families (ACF) for operational purposes, the funding is to enhance child care programs. These programs are not operated by or overseen by a public school board. These programs are considered regular child care and can be included in the Wisconsin Shares authorizations.

Wisconsin Shares has also updated the criteria for including child care hours for Head Start and 4K programs.

2.4.4.2 Head Start and 4K School Programs

Child care authorizations must always be based on the parent's need for child care while the parent is participating in an approved activity. However, when the 4K program that is overseen by a public school board or a Head Start program is located at the same location, the education hours can be included in the authorized hours if each of the following are true:

- The parent is engaged in **his or her** approved activity **at least part of** the school program hours;
- The school program (Head Start or 4K) and the child care program are co-located;
- The total number of hours of the child's school program(s) is not more than four (4) hours per day; and
- The total length of the child's authorized child care day is five (5) or more hours per day (the school program hours are included in this total).

If any of these requirements are not met, the child care subsidy authorization must not include the school program hours.

If the school program is located at a different site than where child care is provided, the authorization must cover only the hours the child attends the child care provider and must not include the hours the child attends the school program.

Example 1: Charlie attends the Head Start program located at 1256 Water Street and the child care program that is located at 1536 Water Street. Charlie's authorization is limited to the hours he will spend at the child care program located at 1536 Water Street because the child care and the Head Start programs are in different locations.

Example 2: Dara attends a 4K program that is overseen by the local public school board, and is located at the child care center where she is enrolled. Dara's mom needs child care from 7:30 a.m. to 2:15 p.m. Monday – Friday. The 4K program is provided at Dara's child care center from 8 a.m. to 11:30 a.m. Monday – Thursday. Dara's authorization may be written to include all of the hours that Dara's mom needs child care, which is 7:30 a.m. to 2:15 p.m. Monday through Friday.

Example 3: Cary attends a Head Start program that is overseen by the local public school board, and that is located at the child care center where she is enrolled. Cary's

mom needs child care from 9:30 a.m. to 4:30 p.m. Monday – Thursday while she goes to work. The Head Start program goes from 8 a.m. to 2 p.m. Monday – Friday. Cary's authorization may be written for only the hours that Cary attends the child care program because the Head Start program hours are indicated to be 6 hours daily. Cary's authorization must begin at 2 p.m. when the Head Start program has ended until 4:30 p.m. when mom picks Cary up, Monday – Thursday.

Example 4: Melissa attends a Head Start program that is overseen by the local public school board, and is located at the child care center where she is enrolled. The Head Start program hours are 8:00 a.m. to 12:00 p.m. Melissa's mom works 2:00 p.m. to 8:00 p.m. Mom leaves Melissa at the center after the Head Start program ends. The authorization should be written from 2:00 p.m. to 8:00 p.m. plus travel time. Mom is not engaged in her approved activity during any part of the school program hours so those hours would not be included.

Example 5: Josh attends a 4K program that is overseen by the local public school board, and is located at the child care center where he is enrolled. The child care facility operates 24 hours a day. The 4K program hours are 8:30 a.m. to 11:30 a.m. Josh's dad works 11:00 p.m. to 7:00 a.m. The authorization should be written for 11:00 p.m. - 7:00 a.m. plus travel time. Josh's dad is not in an approved activity during any part of the school program hours so those hours would not be included in the authorization.

Example 6: Melvin attends a Head Start program that is located at his child care provider. The Head Start hours are from 8 a.m. to 12 p.m. Melvin's mom, Raquel, needs child care from 10 a.m. to 2 p.m. while she goes to work. Melvin's authorization can be written for 8 a.m. to 2 p.m. plus travel time from work to the child care provider at the end of her shift. The travel time in the morning would not be counted because Raquel is not going to her approved activity after dropping off Melvin at the child care provider.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

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